



# Target Audience Descriptions for Required Training Job/Hazard Training Assessment Tool

Computer Software

Employee Awareness

Management / Supervisory

Environment, Safety, and Health

Professional Development / Communications Skills

Quality Management

Supervisor Orientation to Occupational Safety

Note: For a printable version of this table, click [here](#) (requires [Adobe Reader](#))

## Environment, Safety, and Health

COURSE (NO.) (RETRAIN PERIOD)	TARGET AUDIENCE	COMMENTS
<b>Site Hazards and Requirement Information</b>	General Employee Training (HP-V001) (Initial Train)	Required for all BNL staff. (Needed for individuals who will be on site for more than three days and who need unescorted access.)
	Contractor/Vendor Orientation (HP-Q006) (12 months)	This course is required for contractors, sub-contractors, consultants or vendors who perform work or provide a service to the Laboratory. (Needed for individuals who will be on site for more than three days and who need unescorted access.)
	Emergency Planning and Response (GE-EMERGPLAN) (Initial Train)	Required for all BNL staff who will be working on site for 60 days or more over the course of a year. Web course available <a href="#">here</a> or departmental equivalent course can be provided.
	Stop Work Procedure Training (GE-STOPWORK) (Initial Train)	Required for all BNL staff hired before February 1, 1999. Equivalent training is now incorporated into General Employee Training offered to new employees. Web course available <a href="#">here</a> .
	Environmental Protection Training (GE-ENV-GET) (Initial Train)	Required for all BNL staff who will be working on site for 60 days or more over the course of a year. Web course available <a href="#">here</a> .
<b>Radiation</b>	General Employee Radiation Training (HP-RWT-001) (24 months)	Required for employees who need unescorted access to Controlled Areas. For those who will receive less than 100 mrem/year.
	Radiological Worker I (HP-RWT-002) (24 months)	Required for employees who need unescorted access to Radiological Buffer Areas, Radioactive Material Areas and Radiation Areas or who use radioactive materials. For those who could be exposed in excess of 100 Note: Material now includes information required for access to High Radiation Areas that was formerly included in HP-RWT-400.

		mrem/year.	
	Contamination/Airborne course and Practical (HP-RWT-300/A) (24 months)	Required for employees who need unescorted access to Contamination, High Contamination and/or Airborne Radioactivity Areas.	Radiological Worker I is prerequisite. May also require respirator training. Note: The "practical" is a separate session and must be taken in order for the trainee to receive qualification.
	Bench-top Dispersible (HP-RWT-500) (24 months)	Required for employees who work with dispersible radioactive material in a laboratory bench top setting.	Prerequisite: Radiological Worker I is prerequisite.  Note: The biannual refresher for this course is a practical evaluation conducted in the workplace.
	Source Custodian Training (HP-RWT-600) (Initial Train)	Required for personnel who have radioactive sealed sources assigned to them.	Radiological Worker I is prerequisite.
	IS&M Accountable Materials Training	Required for personnel who use or control nuclear materials (Material Balance Area Custodians, Nuclear Material Users, and Nuclear Criticality Officers).	Radiological Worker I is prerequisite.
	Radioactive Waste Generator (HP-RADIGEN) (24 months)	Required for employees who work with or dispose of radioactive waste.	Radiological Worker I is prerequisite.  Web course available <a href="#">here</a>
	Radiological Control Technician Courses		
	See <a href="#">BTMS Course List</a>		
<b>Fissile/ Fissionable Materials</b>	Criticality Safety Indoctrination by BNL Criticality Safety Officer (NE-CRITICAL) (12 Months)	Required for anyone who may potentially handle fissile or fissionable materials. Required for Waste Management operations personnel and technicians.	
<b>Chemicals and Hazardous Materials</b>	Hazard Communication (HP-IND-200) (24 months)	Required for personnel who handle or work near chemicals (exceeds normal consumer exposure) and where exposure may occur under normal conditions or in a foreseeable emergency.	Examples: Solvents, oil, solder, paint, epoxy, gases.  Web course available <a href="#">here</a>
	Laboratory Standard (HP-IND-220) (24 months)	Required for personnel who work with chemicals in a laboratory setting.	Web course available <a href="#">here</a>
	Hazardous Waste Generator (HP-RCRIGEN3) (12 months)	Required for anyone generating any quantity of hazardous waste--or any chemical that could cause harm to human health or the environment.	Examples: Solvents; oil w/metal shavings; oil mixed with solvents; strong bases; ignitable, flammable and toxic materials; dangerous metals (lead, mercury, zinc cadmium); carcinogens; irritants; corrosives.  Web course available <a href="#">here</a>

	RCRA 90-Day Area Managers (HP-RCRA90DAY) (12 months)	Required for 90-Day Area Managers, Waste Management Division Technicians, and Waste Management Representatives	
	HAZWOPER - 24 Hour (GE-HWM-HW24) (12 months)	Required for Waste Management Professionals and others involved with handling chemicals, but without the need for "emergency response"	After initial 24-hour course a yearly 8-hour refresher course is required (HP-EP-035).
	HAZWOPER-40 Hour (HP-EP-030) (12 months)	Required for employees involved in a investigation or clean-up operations at a hazardous waste site and for Waste Management Employees, except as noted in GE-HWM-HW24.	After initial 40-hour course a yearly 8-hour refresher course is required (HP-EP-035).
	HAZWOPER for Supervisors-8 Hour (HP-EP-040) (12 months)	Required for supervisors who oversee employees who are involved in investigation or clean-up operations at a hazardous waste site, or hazardous waste operations.	HAZWOPER 40-hour (HP-EP-030) or HAZWOPER 24-hour (GE-HWM-HW24) is prerequisite for this course.
	Hazardous Materials Technician Training for Emergency Response-24 Hour (HP-EP-017) (12 months)	Required for employees involved in the emergency response to releases or potential releases of hazardous substances.	After initial 24-hour course a yearly abbreviated refresher course is required (HP-EP-018).
<b>Chlorine</b>	Chlorine Safety (HP-IND-121) (12 months)	Required for employees who work with chlorine products and/or in chlorine areas.	Use of gaseous chlorine is being phased out at BNL.
<b>Stored Energy</b>	Basic Electrical Safety (HP-OSH-150A) (24 months)	Required for non-electrical workers who may work with, or come in contact with, de-energized, electrically powered devices. Required for anyone performing work where there is a potential for electrical injury.	Prerequisite for LOTO Authorized Level.  Examples of operations that do not normally require this training: operation of power tools, soldering, bench top troubleshooting of powered equipment where (all exposed voltages are less than 50 V AC or DC) and (there is less than 10 amps of available current), connecting signal cables, wiring, plugging into a wall outlet, connecting cabling for a high voltage system where there is no chance that it is energized or has stored energy in excess of 10 J.  Web course available <a href="#">here</a>
	Electrical Safety I (HP-OSH-150B) (24 months)	Required for electrical workers who work with electrical or energy storage systems. This is a prerequisite for anyone who will need to lock and tag or to work hot.  Required for anyone performing work where there is a potential for electrical injury--anyone who repairs, designs or modifies electrically powered equipment -- where they may	Prerequisite for LOTO Authorized Level [unless the equipment is not subject to LOTO requirements (e.g., hydraulic, pneumatic)].  Examples of operations that require this training - replacement of line cords and plugs, construction of

		themselves encounter a hazard or create such a hazard for someone else.	line powered electrical devices, setup of high voltage systems.
	Lockout/Tagout Affected Worker (HP-OSH-151A) (Initial Train)	Required for personnel who work in the vicinity of locked/tagged equipment or who operate machinery on which maintenance, services or construction is being performed under Lockout or Tagout. An Affected employee cannot add or remove a lock or tag.	
	Lockout/Tagout Authorized Worker (HP-OSH-151B) (12 months)	Required for anyone who needs to lock and tag energy sources. In addition they must complete department-specific training.	Electrical Safety I is prerequisite for this course (unless the equipment being locked/tagged is not electrical (e.g., hydraulic, pneumatic))
	Lockout/Tagout Knowledgeable/Responsible Worker	Department/Division-provided facility-and/or equipment-specific training for personnel who need to lock and tag energy sources.	
	Working Hot (Dept.-specific training and permit) (12 Months)	Required for anyone who must Work Hot. Working Hot is defined as working within an electrical enclosure or within the prohibited control zone where contact with exposed or live parts could cause serious injury or death. (Medium to High Hazard Operations)	Electrical Safety I and LOTO Authorized Worker is Prerequisite. Working hot activities are discouraged and their performance should be minimized to situations where there is not another means without seriously impacting operations. A permit is required for all working hot activities.
	Cardiopulmonary Resuscitation (HP-D005) (24 months)	Required for or employees who Work on High Hazard Operations (AC voltages about 600VAC rms; or DC voltages above 6000VDC; with greater than 10 mA of available current or capable of an instantaneous release of greater than 10 Joules of energy).	
	Four-Day National Electric Code (HP-OSH-152) (36 months)	Highly recommended for electricians, electrical designers and engineers who need to know the application and intent of the code in the laboratory environment.	
	One-day Refresher (HP-OSH-153) (36 months)		
	Recognizing NEC/OSHA Violations and Hazards in the Laboratory Environment (Two day course) (HP-OSH-154)		
<b>Material Handling</b>	Crane Operator and Practical (HP-Q010/A) (36 months)	Required for anyone who operates a crane or hoist (even once).	For rigging that requires any calculations the Basic Rigging Course is mandatory.
	Basic Rigging for Crane Operators (HP-GST-155)	Required for Crane Operators who do not know the weight or center of gravity for loads that they will be lifting--for rigging that necessitates any calculations this class is mandatory.	

	Forklift Operator and Practical (36 months) (HP-Q001/A)	Required for anyone who needs to operate a forklift (even once).	
	Manlift or Aerial Lift (Equipment-specific OJT course available upon request, contact D. Robbins - (GE-MANLIFT, GE-AERIAL) (24 months)	Required for anyone who needs to operate a manlift or aerial lift (even once).	
<b>Construction Hazard/ Elevated Work Areas</b>	Fall Protection Equipment-specific OJT course available upon request, contact D. Robbins (GE-FALLPROTECT) (12 months)	Required for all employees who work on elevated areas (6 feet or above), such as scaffolds, roofs, elevated equipment or work platforms where exposed to fall hazards.	Anyone who performs work more than six feet above a lower level must be protected by either a guard rail system or personal fall arrest system and training is required.
	Scaffolding - Department-specific OJT course available, contact A. Schlendorf) (GE-SCAFFOLD)	Required for individuals who erect, disassemble, move, operate, repair, maintain, or inspect scaffolds	New OSHA regulation requires that if you use scaffolds you must have one of two levels of training--worker training or training for those who erect, disassemble, move, operate, repair, maintain, or inspect scaffolds.
	OSHA Construction Safety Contract Management (Initial Train) (HP-CSCM)	Highly recommended for individuals who design or oversee construction activities where contractor services will be utilized as well as for personnel involved with the procurement of contractors.	This course is presented by an outside contractor on a by-request basis. Contact the <a href="#">BNL T&amp;Q Program Office</a> for further information.
<b>Lead</b>	Lead in the Workplace (TQ-LEAD1)	Required for those will be those who work with metallic lead, all inorganic lead compounds and organic lead soaps, paints and coatings, solder/brazing, flux and radiation shielding materials. In the interim, experts are available to answer any questions or provide facility-specific assessments and safety information. Contact Safety and Health Services for further information.	Web course available <a href="#">here</a> .
<b>Asbestos</b>	Asbestos Awareness (EP-AS004)  Operations and Maintenance (EP-AS005)  Restricted Handler Allied Trades (EP-AS006)  Asbestos Worker Handler 40-hour (EP-AS007)	Courses required for Plant Engineering asbestos workers. Restricted Handler Allied Trades may also be required for Air Sampling Technicians.	
<b>Machine Tools</b>	Machine Shop Safety (GE-MACHINE) (Initial Train)	Required for anyone who operates machine tools unescorted.	Training isn't required if tools are operated under constant supervision of a qualified machine shop evaluator.
<b>Flammable Materials and Activities</b>	Practical Fire Extinguisher (HP-FRF-101) (36 months)	Required for individuals who may use fire extinguishers in the normal course of their jobs such as cutting and welding activities, fire watch positions, and emergency-services positions. (May be	BNL Fire protection engineer recommends this course for heavy users of flammable liquids (more than five gallons). ESH

		required for some control room operators.)	Coordinators should make this determination for these users within their organizations.
<b>Fire Watch</b>	Fire Watch (HP-FRF-202) (36 months)	This course stresses the importance and responsibilities of Fire Watch Duty. Specifically, it address how the Fire watch ties into the Cutting/Welding Program, specific responsibilities, actions to be taken during a fire, and the limitations of fire extinguishers. This course meets the requirements of OSHA 1910.	Prerequisite: Practical Fire Extinguisher (HP-FRF-101)  Presented by appointment only. Contact the <a href="#">BNL T&amp;Q Program Office</a> for further information.
<b>Compressed Gas Cylinders</b>	Compressed Gas Safety (HP-OSH-026) (Initial Train)	Required for anyone who moves, handles, stores and uses gas cylinders and for those that select or connect regulators and design manifolds.	
<b>Pressurized Systems</b>	Pressure Safety Orientation  Pressure Safety Re-qualification  Intermediate Pressure Safety	Expert assistance is recommended for employees, guests and contractors who may design, build or modify pressurized systems and can be requested by contacting Safety and Health Services.	
<b>Lasers</b>	Laser Safety Awareness (HP-IND-011) (24 Months)	Required for anyone who has access to a class IIIB or class IV laser controlled area. Required for all operators of class IIIB and IV lasers. Required for personnel who have access to areas where an open beam of a class IIIB or class IV laser is present.	An eye exam is required for class IIIB and class IV users and user names must be given to the Laboratory Laser Safety Officer.  Web course available <a href="#">here</a>
<b>Cryogenics</b>	Cryogen Safety (HP-OSH-025) (Initial Train)	Required for anyone who handles, stores, or transports cryogenics.	
<b>Back Injury</b>	Back Injury Prevention (HP-IND-010) (36 months)	Required for anyone who regularly lifts more than 30-40 lbs. or whose job requires repetitive bending/stretching.	Recommended for people who have a history of back trouble.
<b>Biological Hazards</b>	Bloodborne Pathogens Training (HP-IND-102) (12 months)	Required for anyone who handles any human fluids or tissues.	
<b>Human/ Animal Blood or Tissue</b>	Regulated Medical Waste	Required for Medical Personnel who handle Regulated Medical Waste Briefing (MO-003)	
<b>Confined Spaces</b>	Confined Space Entry (HP-OSH-016) (Initial Train)	Required for employees who may potentially be exposed to Class 2 confined spaces.  Definition of Confined Space: a space that has the following three characteristics: 1) it is large enough and so configured that an employee can bodily enter and perform tasks; 2) it has limited or restricted means for entry or exit, (i.e., tanks, vessels, silos, storage bins, hoppers, vaults, pits); 3) it is not designed for continuous employee occupancy.  A Class 2 Confined Space is a confined space that has any one or more of the following characteristics: 1) It contains or has a potential to contain a hazardous	Entry into Class 2C Confined Spaces also requires a permit.



		atmosphere; 2) it contains a material that has the potential for engulfing an entrant; 3) it is internally configured such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor that slopes downward and tapers to a smaller cross-section; 4) it contains any other recognized serious physical health hazard.	
<b>Noise</b>	Hearing Conservation (HP-IND-008) (12 Months)	Required for anyone exposed for 8 hours or more to 85 decibels or a single dose of 100 or more decibels.  (Examples of areas/equipment where noise levels could reach 85+ decibels are posted pump rooms, compressor rooms, machining equipment, street cleaner.)	
<b>Environmental Issues and Concerns</b>	Environmental Laws Overview (GE-ENV-WM2) (Initial Train)	ESH Coordinators and FS Technicians. Consultant delivered overview of Environmental Laws and Regulations for DOE Federal Employees and Contractors (4 hours)	
	Environmental Laws and Regulations (GE-ENV-WM1) (Initial Train)	FS Representative, Environmental Compliance Representatives, Waste Management Representatives. Consultant delivered Environmental Laws (24 hours)	
	Introduction to Roles, Responsibilities for EMS, NEPA and Pollution Prevention (ES-ENV-FSER1) (Initial Train)	FS Representative, Environmental Compliance Representatives, Waste Management Representatives, ESH Coordinators, Select Line Managers	
	Env. Monitoring, Non-Rad & Rad Air Emissions (ES-ENV-FSER2) (Initial Train)	FS Representative, Environmental Compliance Representatives, Waste Management Representatives, ESH Coordinators, Select Line Managers	
	Liquid Effluents, Underground Injection Control, Spill Response (ES-ENV-FSER3) (Initial Train)	FS Representative, Environmental Compliance Representatives, Waste Management Representatives, ESH Coordinators, Select Line Managers	
	Drinking Water, Hazardous Materials Storage and Transportation, Oils & PCB Management (ES-ENV-FSER4) (Initial Train)	FS Representative, Environmental Compliance Representatives, Waste Management Representatives, ESH Coordinators, Select Line Managers	
	RCRA Waste Identification, Hazardous, Mixed, and Radioactive Waste Management (ES-ENV-FSER5) (Initial Train)	FS Representative, Environmental Compliance Representatives, Waste Management Representatives, ESH Coordinators, Select Line Managers	
	EMS Gap Analysis/Technical Assistance Workshop (GE-ENV-GAP) (Initial Train)	Required for departmental EMS implementation team members (7 hours)	Audience must attend this course or EMS Implementation Workshop (GE-ENV-EMSIMP)
	EMS Implementation Workshop (GE-ENV-EMSIMP) (Initial Train)	Required for departmental EMS implementation team members (14 hours)	Audience must attend this course or EMS Gap Analysis/Technical Assistance Workshop (GE-ENV-GAP)

	Internal EMS Auditor Training (GE-ENV-AUDIT)	Required for BNL Internal Environmental Auditors and recommended for departmental personnel involved in self assessment activities (24 hours)	
	Management Overview of EMS and ISO 14000 (GE-ENV-MOV)	Required for Level 1,2,3 Managers (2 hour videotape)	
	Lessons Learned through Implementation of an EMS (GE-ENV-NETO1)	Recommended for EMS implementation team members. (2 hour videotape of DOE satellite Broadcast)	
<b>Firearms</b>	Security In-house Training	Required for Security Division Police Officers.	
<b>Temperature Extreme Hazards  (Heat Stress, Frostbite)</b>	Heat Stress Response (EP-IND-002) (Initial Train)  Workplace Hazards (HP-OSH-003)	Required For Plant Engineering Employees who may be at risk of Heat Stress.  OSHA Supervisor module available for supervisors who oversee workers at risk of Heat/Cold hazards.	
<b>Automobile Accidents</b>	Defensive Driving	Required for employees whose primary job function is driving, (e.g., Staff Services Chauffeurs, Supply and Materiel Drivers).	Consultant delivered
<b>Deer Ticks</b>	Lyme Disease Awareness (HP-IND-009)	Required for employees whose work assignments occur in areas where there is the potential to encounter deer ticks for 50% or more of their time.  Recommended for employees at risk of occupational exposure, e.g., those who routinely frequent wooded areas, or areas with high grass as part of their work assignment.	Lyme Disease vaccine is available from OMC for employees whose work assignments occur in areas where there is the potential to encounter deer ticks for 50% or more of their time.
<b>Video Display Terminals and Office Ergonomic Hazards</b>	VDT Safety (HP-IND-004) (Initial Train)	Recommended for anyone who spends more than 20 hours per week at a VDT.	
<b>Facility Access Training</b>	Collider-Accelerator Access (AD-CA_ACCESS)  <ul style="list-style-type: none"> <li>BRAHMS</li> <li>PHENIX</li> <li>PHOBOS</li> <li>STAR</li> </ul> (AD-CA_COLLIDER-ACCESS)  BMRR/HFBR (RO-RDGET)  NSLS User Orientation  Waste Management Facility Orientation (WM-HWMFGET-03)	Facility-specific training required for access to locations.	Contact each facility's <a href="#">Training Coordinator</a> for further information.



<b>Work Planning</b>	Work Control Coordinator Training (GE-WORKCONTROL1)	Required for Work Control Coordinators	
<b>Accident Investigation</b>	Accident Investigation (HP-OSH-156)	Recommended for Operations and ESH Personnel who participate in Accident Investigations.	This course is presented by a consultant. Safety and Health Services Division also offers Accident Investigation for Supervisors.
<b>Emergency Response</b>	Emergency Response Organization Training (EM-ER01)	Required for all members of the Emergency Services Division and the Safeguards & Security Division whose jobs involve emergency response.	
	Local Emergency Coordinator (LEC) Course (GE-LEC)	Required for all designated Local Emergency Coordinators and alternates. Recommended for Building Managers and others involved with emergency response.	

## Supervisor Orientation to Occupational Safety

COURSE (NO.) (RETRAIN PERIOD)	TARGET AUDIENCE	COMMENTS
Safety and Supervisor (HP-OSH-001)	Required for Technical and Administrative Supervisors	
Job Safety Analysis (HP-OSH-017)	Required for Technical Supervisors who oversee employees who are carrying out potentially hazardous work duties (e.g., electrical work, construction, waste management). This course is also required for Technical Supervisors who are involved in the work planning process for potentially hazardous work duties.	
Injury/Illness Reporting and Recordkeeping (HP-OSH-021)	Required for Technical and Administrative Supervisors who are involved in Accident Investigation.	
Accident Investigation (TQ-OSH-019W)	Required for Technical and Administrative Supervisors who are involved in Accident Investigation.	Web course available <a href="#">here</a> .
Welding, Cutting, and Brazing (HP-OSH-006)	Required for Technical Supervisors who oversee hot work.	
Working and Walking Surfaces (HP-OSH-014)	Recommended for Technical and Administrative Supervisors. This course and/or individualized, expert assistance is available from the <a href="#">Safety and Health Services Division</a> .	
Personal Protective Equipment (HP-OSH-010)	Recommended for Technical Supervisors. This course and/or individualized, expert assistance is available from the <a href="#">Safety and Health Services Division</a> .	
Non-Ionizing Radiation (HP-OSH-004)	Recommended for Technical Supervisors who oversee work performed in Radiological Areas. This course and/or individualized, expert assistance is available from	

	the <a href="#">Safety and Health Services Division</a> .	
Means of Egress and Fire Protection (HP-OSH-002)	Recommended for Technical and Administrative Supervisors. This course and/or individualized, expert assistance is available from the <a href="#">Safety and Health Services Division</a> .	
Work Place Hazards (HP-OSH-003)	Recommended for Technical and Administrative Supervisors. This course and/or individualized, expert assistance is available from the <a href="#">Safety and Health Services Division</a> .	
Hand and Portable Tools for Supervisors (HP-OSH-009)	Recommended for Technical Supervisors who oversee workers using hand and portable tools. This course and/or individualized, expert assistance is available from the <a href="#">Safety and Health Services Division</a> .	
Safety Inspections for Supervisors (HP-OSH-015)	Recommended for Technical and Administrative Supervisors involved with safety inspections, Tier I inspections, etc. This course and/or individualized, expert assistance is available from the <a href="#">Safety and Health Services Division</a> .	
Safety and Health Regulations for Construction Supervisors (HP-OSH-020)	Recommended for Technical Supervisors who are involved with overseeing construction activities. This course and/or individualized, expert assistance is available from the <a href="#">Safety and Health Services Division</a> .	
Compressed Gases for Supervisors (HP-OSH-007)	Recommended for Technical Supervisors who oversee work involving compressed gas cylinders. This course and/or individualized, expert assistance is available from the <a href="#">Safety and Health Services Division</a> .	
Electrical Hazards for Supervisors (HP-OSH-011)	Recommended for Technical Supervisors who oversee electrical work. This course and/or individualized, expert assistance is available from the <a href="#">Safety and Health Services Division</a> .	
Supervising Forklift Operations (HP-OSH-012)	Recommended for Technical Supervisors who oversee workers using forklifts. This course and/or individualized, expert assistance is available from the <a href="#">Safety and Health Services Division</a> .	
Supervising Crane Operations (HP-OSH-013)	Recommended for Technical Supervisors who oversee workers using overhead cranes. This course and/or individualized, expert assistance is available from the <a href="#">Safety and Health Services Division</a> .	
Machine Safeguards for Supervisors (HP-OSH-008)	Recommended for Technical Supervisors who oversee workers using machines with safeguards. This	

	course and/or individualized, expert assistance is available from the <a href="#">Safety and Health Services Division</a> .	
Office Safety and Ergonomics for Supervisors (HP-OSH-005)	Recommended for Technical and Administrative Supervisors. This course and/or individualized, expert assistance is available from the <a href="#">Safety and Health Services Division</a> .	

## Management/Supervisory Courses

COURSE (NO.) (RETRAIN PERIOD)	TARGET AUDIENCE	COMMENTS
Introduction to EEO, AA, and Diversity Management (PE-PE119S)	Required for supervisors and managers, this course provides information on compliance with Equal Employment Opportunity Laws, Affirmative Action, and an overview of Diversity Management.	This is a mandatory three-hour course offered the first Thursday of every month.
Intervention (PE-PE105S)	Required for managers and supervisors, this course provides participants with the awareness and skills to recognize and deal with the problem of substance abuse as it impacts job performance.	This is a mandatory one-day course. This course is an equivalent for PE-PE105 - Substance Abuse in the Workplace.
Sexual Harassment Supervisory Awareness (PE-PE108S)	Required equivalent course for managers and supervisors. This course provides participants with the definitions, issues and clarifies their responsibility in handling sexual harassment complaints. Topics include BNL Policy and the preventive action managers and supervisors can take to deter sexual harassment.	This two-hour seminar is an equivalent course for PE-PE108SI - What Supervisors Need to Know about Sexual Harassment.
What Supervisors Need to Know about Sexual Harassment (PE-PE108SI)	Required for managers and supervisors, completing this interactive CD-ROM satisfies the requirements of both Title VII and BNL Policy for supervisory education on the subject of Sexual Harassment. The purpose of this program is to sensitize supervisors to the issues and their responsibility in handling Sexual Harassment complaints.	This 45-minute training can be taken at the supervisors own PC. It is an equivalent course for PE-PE108S. Either course will satisfy the mandatory requirements for supervisory education.
Leading/Managing Technical People (PE-PE142S)	Recommended for technical supervisors to help build a solid foundation for managing leadership in a technical environment.	This one and one half-day workshop is conducted by an outside consultant.
Managing Effective Meetings (PE-PE118)	Recommended for managers and professionals who are responsible for planning results-oriented meetings. Participants identify the strengths and weaknesses of their communication styles through videotaped skill practice.	This one-day course is presented by an outside consultant.
Managing the Media (PE-PE126)	Recommended for managers who represent BNL to the media. Participants learn how to prepare for and answer the media's toughest questions, and know what to do if an investigative Journalist calls.	This one-day workshop is presented by an outside consultant.
Project Management (GE-PROJECT1)	Recommended for scientists and professionals who lead projects. This	This two and one-half day course is conducted by an outside consultant.

	course provides the basic skills needed to organize, plan, resource load, and schedule a project. Includes simulation exercise for managing and controlling work in progress as the project plan is implemented.	
Project Management Leadership Training (GE-PROJECT2)	Recommended for scientists and professionals who manage projects and supporting functional workgroups. This course provides advanced skills for managing projects/personnel within defined constraints.	This course consists of three full-day sessions and requires that a project simulation be completed in class.
Time Management (PE-PE112)	Recommended for professional staff who have multiple, concurrent projects of two or three month's duration and whose work requires time management planning tools beyond the daily "to do" list. Participants learn to set goals and manage time according to pre-set goals.	This four-hour session is presented by an outside consultant
Goal Planning and Appraising Job Performance (PE-PE104S)	Highly recommended for supervisors who conduct performance appraisals. This course prepares supervisors to complete the written form and to conduct the appraisal discussion with the employee.	This course is offered annually and consists of two half-day sessions or one full-day session.
Effective Supervision (PE-PE103S)	Highly recommended for new supervisors, this course provides a thorough understanding of the supervisory role and required leadership skills. Participants learn how their supervisory style impacts employee motivation toward work.	This course consists of two full-day sessions.
Interpersonal Managing Skills (PE-PE102S)	Recommended for supervisors, this course provides participants with the interpersonal skills to communicate in a manner to gain the commitment and cooperation of others.	This course consists of two full-day sessions. This course is an equivalent course for PE-PE102T -Team Interpersonal Skills.
Labor Relations Seminars (PE-PE106S)	Recommended on an as needed basis for supervisors to provide information and guidance on handling of grievances, absenteeism and the disciplinary process.	This seminar consists of one half-day session.
Managing Communication and Conflict (PE-PE127)	Recommended for supervisors and managers for development of communication skills and conflict management techniques. The program focuses on why communication fails and how to improve it; and on why interpersonal conflict develops, and how to defuse it.	This two-day course is presented by an outside consultant.
New Supervisor Orientation (PE-PE101S)	Highly recommended for newly promoted or hired supervisor and managers, this course provides an orientation to Laboratory support functions. Supervisors are informed of their administrative responsibilities for each of these functions.	This course is conducted annually and consists of six half-day sessions.
Salary Review Workshop for Supervisors (PE-PE122S)	Highly recommended for supervisors and managers who will conduct salary discussions with their staff. This workshop provides information on BNL's salary administration philosophy, and the skills to conduct salary review discussions.	This is a two-hour workshop.
Supervisors Refresher (PE-PE138S)	Recommended for supervisors in order to review policies and practices and any changes in those policies and practices which affect work practices and supervisory	This one to two hour class is given upon request of a department/division.

	judgment.	
Conflict Management (PE-PE141S)	Recommended for supervisors and managers who have had a basic communication course such as PE-PE102S - Interpersonal Managing Skills or PE-PE102T Team Interpersonal Skills. The course is designed to explore, develop, and practice conflict management techniques.	This one-day workshop is conducted by an outside consultant.

<b>Quality Management Training Courses</b>		
<b>COURSE (NO.) (RETRAIN PERIOD)</b>	<b>TARGET AUDIENCE</b>	<b>COMMENTS</b>
Total Quality Management (QM-TQM)	Quality representatives and departmental quality management personnel.	
Introduction to Quality Terminology, Concepts and Documentation (QM-QR-001)	Quality representatives and departmental quality management personnel.	
Graded approach - QA Categories (QM-QR-002)	Quality representatives and departmental quality management personnel.	
Retention of Quality Records (QM-QR-003)	Quality representatives and departmental quality management personnel.	
Preparation, Control and Distribution of Limited Quantity and Production Drawings and Specifications (QM-QR-004)	Quality representatives and departmental quality management personnel.	
Designation of Seller QA Requirements/ Evaluation of Seller QA Program and Capability (QM-QR-005)	Quality representatives and departmental quality management personnel.	
Incoming Inspection of Purchased and Sub-contracted Material/ Source Inspection and Test of Purchased and Sub-contracted Materials (QM-QR-006)	Quality representatives and departmental quality management personnel.	
Requesting Corrective Action from Suppliers/ Non conformance Reporting and Corrective Action (QM-QR-007)	Quality representatives and departmental quality management personnel.	
Suspect/Counterfeit Parts (QM-QR-008)	Quality representatives and departmental quality management personnel.	
Control of Age Sensitive Material (QM-QR-009)	Quality representatives and departmental quality management personnel.	
Calibration and Control of Measuring and Test Equipment (QM-QR-010)	Quality representatives and departmental quality management personnel.	
Quality Assurance Assessments (QM-QR-011)	Quality representatives and departmental quality management personnel.	

<b>Professional Development / Communication Skills Courses</b>		
<b>COURSE (NO.) (RETRAIN PERIOD)</b>	<b>TARGET AUDIENCE</b>	<b>COMMENTS</b>
Clear Business Communications (PE-PE115)	Recommended for those who write letters, memos and reports. Participants learn to produce clear, concise written	This two-day course is presented by an outside vendor.

	communications using job-related assignments.	
Community Roundtable (PE-PE124)	Recommended for Laboratory representatives who present technical information regarding the Lab's activities to local residents, environmentalists and media representatives.	This two-day course is presented by an outside vendor.
Conference Planner's Workshop (PE-PE129)	Recommended for staff who plan and coordinates both on-site and off-site conferences. The workshop includes BNL Policies and Practices, electronic sharing of information and the basics of conference planning.	This two-hour workshop is conducted by current BNL conference planners and Staff Services personnel.
Effective Facilitator (PE-PE116)	Recommended for those responsible for facilitating focus groups, quality workshops and team meetings. Participants learn to increase their effectiveness as both meeting leaders and contributors.	This two-day course is presented by an outside consultant.
Effective Presentations/Public Speaking (PE-PE114)	Recommended for scientific and professional staff who make oral presentations. Participants determine objectives, organize presentations with the audience in mind and make videotaped presentations.	This two-day course is conducted by an outside consultant.
The Effective Presenter: Communicating with Confidence and Credibility (PE-PE137)	Recommended for individuals who will be representing BNL to the community. Participants will learn to create rapport with their audiences; manage stage fright; stay centered, in control and respectful.	This one-day course is conducted by an outside consultant.
Employee Performance Goal Planning (PE-PE134)	Recommended for exempt employees who participate in the performance goal planning process with their supervisors.	This course is a two-hour overview.
English as a Second Language (PE-PEESL)	Recommended for employees, visitors, guests and spouses who need to improve their conversational English. It is offered for beginner and intermediate levels on Thursday evenings.	Adults can join the class at any time. There is no charge.
Exceptional Customer Service (PE-PE123)	Recommended for service groups at BNL who work with internal and/or external customers. Participants learn to break the understanding barrier and must develop an action plan to improve customer communications.	This one-day course is presented by an outside consultant.
Facilitating Problem Solving (PE-PE131)	Recommended for employees who participate on problem solving teams and focus groups. Through this workshop, participants learn to apply problem solving and decision-making tools and techniques in a team environment.	This one-day course is presented by an outside consultant.
Advanced Facilitating Problem Solving (PE-PE132)	Recommended for those who will become facilitators of problem solving teams and focus groups at the Laboratory. This course is a detailed review and application of many problem solving and decision-making tools and techniques.	This two-day course is presented by an outside consultant.
How to Arrange and Maintain Files and Records (PE-PE133)	Recommended for employees to help keep files and records organized. Topics include: types of files and uses of each, how to conduct an audit, records management, the document life cycle, and	This one-day course is presented by an outside consultant.



	the hierarchical system of electronic storage and retrieval.	
Partners in Productivity (PE-PE121)	Recommended for secretaries, administrative secretaries and administrative assistants. Topics include organizing the work environment, task management, effective communication and working with multiple bosses.	This two-day course is conducted by an outside consultant.
Presenting to the Public (PE-PE125)	Recommended for Laboratory representatives who must communicate to audiences with diverse interests, in a manner that addresses public concerns and appropriately represents the Laboratory.	This one-day course is conducted by an outside consultant.
Risk Communication (PE-PE130)	Recommended for scientific and professional staff members who represent BNL at public meetings. Topics include the components of public meetings, key community concerns, key risk communication messages and guidelines.	This two-day course is conducted by an outside consultant.
Team Interpersonal Skills (PE-PE102T)	Recommended for team members to enhance their ability to gain commitment and the cooperation of others. Participants learn to increase their understanding of the contributions and concerns of others and how to resolve team conflicts.	This one-day course uses video examples and tailored case studies.
Technical Writing (PE-PE110)	Recommended for scientific and professional staff who write and edit technical papers and reports. This course provides an overview of the technical writing process through classroom instruction and exercises.	This one-day course is followed by an individual counseling session and is conducted by an outside consultant.
Technical Writing for English as a Second Language Students (PE-PE110E)	Recommended for scientific and professional staff who have English as a second language, this course is similar to the Technical Writing course with emphasis on those areas that cause greatest difficulty in ESL students.	This two-day course is presented by an outside consultant.
Writing Effective Procedures (PE-PE111)	Recommended for scientific and professional staff who write and revise instructional procedures. Participants learn procedural prose and different formatting techniques for presentation. The course provides both classroom instruction and individual counseling.	This two--day course is presented by an outside consultant.

## Employee Awareness Courses

COURSE (NO.) (RETRAIN PERIOD)	TARGET AUDIENCE	COMMENTS
Managing Diversity Through Communication (PE-PE117)	Recommended for working groups at the request of their management. This course will enable participants to understand what diversity is, recognize biases which develop from differences, and identify obstacles that could be encountered.	This 90-minute session is presented by the Diversity Manager.
Prevention and Eradication of Employee Harassment in the BNL Workplace (PE-PE135)	Recommended for employees and their supervisors. This course will enable participants to recognize and properly respond to situations, which may be considered employee harassment.	This is a three-hour video/ discussion course presented by the Diversity Manager
Sexual Harassment Awareness (PE-PE108)	Strongly recommended for all employees. This course includes the definitions of sex discrimination, sexual harassment, an overview of BNL Policy and how to deter sexual harassment.	This one-hour video/discussion course is presented by the Diversity Office.
Substance Abuse in the Workplace (PE-PE105)	Required for all employees, this mandatory course provides education on the dangers of substance abuse, BNL Policy and the support services available.	This 30-minute video/discussion course is presented by the Employee Assistance Program Office.
Stress Awareness (PE-PE109)	Recommended for working groups at the request of their management. This program explains stress management programs currently available, as well as, the warning signs and the effect stress can have on one's well being.	This is a one-hour program presented by the Employee Assistance Program Office.

## Computer Software Courses

COURSE (NO.) (RETRAIN PERIOD)	TARGET AUDIENCE	COMMENTS
Word Processing: Microsoft Word	Recommended for those who frequently must create and type their own documents.	Click <a href="#">here</a> for schedule of classes.
Spreadsheet: Microsoft Excel	Recommended for those who create spreadsheet documents.	Click <a href="#">here</a> for schedule of classes.
Database: Microsoft Access	Recommended for those who create and/or maintain databases.	Click <a href="#">here</a> for schedule of classes.
Presentation: Microsoft PowerPoint	Recommended for those who create and/or give presentations.	Click <a href="#">here</a> for schedule of classes.
Design: Microsoft Front Page	Recommended for all who create and/or maintain web sites.	Click <a href="#">here</a> for schedule of classes.
Project Management: Microsoft Project	Recommended for those involved in the creation and/or tracking of project plans and schedules.	Click <a href="#">here</a> for schedule of classes.

Last updated: 23 August 2000 by [P. Harrington](#)